# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

| | 1. CONTRACT ID CODE | |
|---|---|---|

| 2. AMENDMENT/MODIFICATiON NO. | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ. NO. | 5. PROJECT NO. (If applicble) |
|---|---|---|---|

| 6. ISSUED BY                    CODE | 7. ADMINISTERED BY (If other than Item 6)              CODE |
|---|---|

| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) | (X) | 9A. AMENDMENT OF SOLICIATION NO. |
|---|---|---|
| | | 9B. DATED (SEE ITEM 11) |
| | | 10A. MODIFICATION OF CONTRACT/ORDER NO. |

| CODE | FACILITY CODE |
|---|---|

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a)By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

| CHECK ONE | A. | THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
|---|---|---|
| | B. | THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. | THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| | D. | OTHER (Specify type of modification and authority) |

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| 15A. NAME AND TITLE OF SIGNER (Type or print) | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) |
|---|---|
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C. DATE SIGNED |
| (Signature of person authorized to sign) | | (Signature of Contracting Officer) | |

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Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

1. Please provide a list of current IPEDS Technical Review Panel Members as referenced in Task 2.

Response:  The names of the NPEC members that serve as the core members (i.e, they are invited to every meeting) are available at: <http://nces.ed.gov/IPEDS/research/panel_members2008.asp>

It is not IPEDS practice to make public the name of the other members of the TRP because we believe it allows individuals to speak more freely and openly in their discussions. However, a detailed list will be made available to the incoming contractor. Generally, current members include: IPEDS keyholders from all types/sectors of postsecondary institutions; IPEDS state coordinators; representatives from national higher education associations; representatives from state system offices; representatives from community college systems; representatives from state boards of education; representatives from associations of independent institutions; members of the Association for Institutional Research and its Higher Education Data Quality Committee; and other institutional research staff from institutions.


2.  A link is given in the SOW for NCES statistical and report writing standards but not one for the required NCES web standards (Task 3).  Please provide a copy or a link for the NCES Web standards, policies and procedures.

Response:  See attached pdf.


3.  Please provide either examples or a list of current web edit checks and parameters that have been implemented into the survey components as referenced in Subtask 3.1.

Response:  Survey materials, including narrative edits for the various forms, for the 2008-09 data collection are available here at http://surveys.nces.ed.gov/ipeds/visIndex.aspx.


4.  Are the online training materials required to be Section 508 compliant (Subtask 4.5)?

Response:  Yes


5. Please specify which variables are considered "key" variables for imputation for each survey component (Subtask 7.1).

Response:  All required numeric variables for each survey component are considered key variables for imputation.


6. For those institutions that must undergo instrument non-response imputation rather than item non-response imputation, will the instrument non-response imputation be limited to key variables only? (Subtask 7.1)

Response:  Instrument nonresponse imputation is limited to key variables.


7.  Can ED provide guest web access to all existing IPEDS survey components to help us better understand the current quality of these components and to propose enhancements?


Response:  2008-09 survey materials are available at:
http://surveys.nces.ed.gov/ipeds/visIndex.aspx.

Archived survey forms from previous years for all the components are also available at:
http://nces.ed.gov/ipeds/surveys/


8. Is the IES Style Guide (Subtask 7.3) located at http://nces.ed.gov/statprog/styleguide/pdf/styleguide.pdf the most recent style guide to be followed?

Response:  Yes


9. Will all updates to the IPEDS website (and its subparts) located at http://nces.ed.gov/ipeds/ fall within the scope of this contract (Subtask 8.1)?

Response:  Yes


10.  Will all four current IPEDS online data dissemination tools, e.g. Executive Peer Tool, Peer Analysis System, Dataset Cutting Tool, Data Analysis System, and the ongoing required updates and maintenance fall within the scope of this contract? (Subtask 8.2)

Response:  These four tools will soon be combined into a single IPEDS Data Center that is currently under development. The IPEDS Data Center combines the various functions now included in the tools listed in the question into a single access point. Updating and maintaining the IPEDS Data Center will fall within the scope of the contract.


11. Will the existing training materials be made available to the new contractor? (Task 4)

Response:  All current training materials are publicly available at http://www.airweb.org/?page=819


12. Is there a methodology report for IPEDS data collections other than that the methodological section that appears at the back of First Look and other reports?  If so, can it be made available (Task 5)?

Response:  The methodological sections of the First Look reports serve as the overall methodology report for IPEDS. In addition, two related methodology reports have been released that focus on data quality in IPEDS:
* NCES 2005175:  Integrated Postsecondary Education Data System Data Quality Study
* NCES 2008150:  Integrated Postsecondary Education Data System Human Resources Data Quality Study


13. Does update and maintenance of the College Navigator, http://nces.ed.gov/collegenavigator/, fall within the scope of this contract (Task 8)

Response:  Assisting NCES staff in updating the data on the College Navigator site is part of the scope of this contract. Design changes to College Navigator are not.


14.  Section L.17 311-1,  "The Government contemplates award of a cost reimbursement plus award fee type of contract for this solicitation."
Would NCES accept a proposal for providing the requirements outlined in the IPEDS RFP and SOW via a Performance Based Firm Fixed Price (FFP) contract?

Response:  Offerors may submit an offer which deviates from the proposed contract type.  However, offerors should provide enough pricing support data such the Department can ensure the proposed price is realistic.


15.  Will the Government please provide a ten (10) business day extension on the proposal due date of February 9, 2009?

Response:  Based on the number of questions received, the Department is extending the due date for proposals to February 17, 2009 @ 11am EST.


16.  Will the Government please clarify if there is a need for a transition plan as a part of the proposal response? If so, where should this be addressed in the technical proposal?

Response:  There will be a need for a transition out plan.  The transition out plan should be discussed in the management, staffing and scheduling section of the proposal.   It should provide details on transitioning out after the 2013 data collection cycle.


17.  IPEDS Web-based Data Collection Labor Category List
Is it the Government's intent that offerors use these functional labor category titles in their response to this RFP? Can labor categories be added as deemed necessary by the offeror to convey their solution?

Response:  The labor categories are to let offerors know the security levels for the staffing positions.  If offerors suggest similar staffing positions, please note the security levels.  Security levels for staffing positions which differ will be assigned a security rating based upon the work, if the offeror receives the award.

18.  IPEDS Web-based Data Collection Labor Category List - Within the Web-based Data Collection Labor Category Listing, it is noted that two (2) are listed twice (Sr. Analyst, Sr. Statistician). Is this oversight or is there significance to these duplications? Please clarify.

Response:  Yes, this was an oversight.


19.  IPEDS Web-based Data Collection Labor Category List
Each labor category identified within the IPEDS Web-based Data Collection Labor Listing has an assigned risk level. Can the Government provide definition of the Risk Levels in the context of the IPEDS Web-based Labor Listing?

Response:  Security risk levels are assigned in accordance with Clause H.4, DEPARTMENT SECURITY REQUIREMENTS, of the solicitation

20.  Section F.2, page 11 of 48; Section L; SOW
Will the Government please confirm that the period of performance for the resultant contract will be one base period (18 months) and three option periods (18 months each)?

Response:  Yes, that is correct.  The base period and each option period correspond to a complete IPEDS data collection cycle (approximately 18 months)  The option periods will be overlapping , just as the individual IPEDS data collection cycles overlap.


21.  Section H-9, page 15 of 48
It appears the key personnel listing is missing. Please provide the complete list on key personnel needed for this effort.

Response:  Offerors should designate which staffing positions are considered key and provide a rationale.


22.  Section L.6, page 40 of 48,  Please define what the Government means by the following:   (6) the offeror's possession of necessary facilities; or the ability to obtain them;

Response:  If the SOW warrants the need for facilities to conduct the work, offerors should demonstrate their capacity to obtain the facilites or that they already possession such facilities.


23.  Section L.4, page 37 of 48; Standard Form 33, Standard Form 33 Block 9, states, "... an original and 7 copies ...." and Section L.4 of the RFP states, "You must submit an original and    copies of your technical proposal and an original and three (3) copies of your business proposal and an original and one copy of your past performance report ..."
What is the Government's intent in the number of Technical Proposal copies to be provided?

Response:   Offerors need to submit 1 original and 7 copies of the technical proposal.


24.  Task 4.2 requires the contractor to develop travel and logistic planning including per-diem payments. It appears that Task 2 also requires travel and logistic planning. Will the Government please clarify the travel and logistic planning to include per diem payments needed for Task 2 as well?

Response:  Task 2 includes logistical support for meetings of the TRP, including making several suggestions for hotels and locations and shall complete the logistics upon approval of a site by the COR; making travel arrangements needed to get participants to and from meeting site; developing and carrying out reimbursement procedures; negotiating and contracting for meeting and hotel space; negotiating and contracting for A/V and technical support; and providing onsite logistical support.


25.  Task 3, page 6,  Will the Government please provide the size of the data set?

Response:  IPEDS is comprised of multiple survey components.  To get an idea of the size of the dataset, please go to http://nces.ed.gov/ipedspas/, and click on Guest level.  Choose Dataset Cutting Tool and Download Data Files.  Choose 2006 (because data for all components are not yet available at Guest level for 2007) and click Get.  The list that's returned is a list of all files for a single data collection cycle.  These files may be downloaded to see file structure.

26.  Task 3, page 6,  Is there a set release schedule for the Wed-based Data Collection System?  If so, can the Government share this release schedule?

Response:  As stated in the SOW on page 22, for the schedule, keyholder and coordinator registration will open no later than the first Wednesday in August. The first of three (Fall, Winter, Spring) data collection periods will open no later than the first Wednesday in September. Data collection will extend in period over the next 9 months so that all data are collected by the final Wednesday in May of the following year.


27.  Task 3 and Task 8,  Could the Government clarify the tools and technologies being used currently for Surveys and Data Collection?

Response:  The IPEDS web-based data collection system is custom written software using ASP.NET   2.0 and SQL server 2005.


28.  Task 3 and Task 8,  Will the Government please clarify if there are testing and configuration management tools currently being used?

Response:  The winning offeror shall work with IES Support Staff on configuration.


29.  Subtask 3.1, page 7,  What is the full technical architecture of the web-based data collection software? Can a picture of the software solution be provided showing all servers and applications?

Response:  Software exists on 2 servers, behind F5 Load Balancer.  SQL 2005 database is on one server.


30.  Subtask 3.1, page 7,  Where are the web-based data collection servers housed? Are all servers owned by the Department of Education? If not, please state who owns the servers.

Response:  The servers are owned by the Department of Education. However, the contractor should have sufficient equipment to test any programs, software, etc., that are developed or modified before they are transferred to NCES equipment


31.  Subtask 3.1, page 7,  Roughly how many lines of code comprise the software? In what Programming language is it developed? How many tables and rows are in the database?

Response:  The software is developed using ASP.NET 2.0 and SQL server 2005.  The collection database is not structured the same as the dissemination dataset.  There are over 400 tables in the collection database.  There are multiple tables per survey component, and many additional tables for administrative functions.  Many tables containing survey data have one row per institution.


32.  Task 5, page 11,  Is there a master calendar of all data surveys to be completed for the next year, which lists all survey milestones and timelines? If so, will the Government share this master calendar?

Response:  The current IPEDS data collection calendar is available here:
http://nces.ed.gov/ipeds/submit_data/schedule2008-09.asp


33.  Task 6, page 13,  Will the Government please provide the help desk call volume?

Response:  For the 2007-08 data collection year, there were approximately 54,000 total contacts including approximately 24,000 calls received, 25,00 calls received, and 4,000 emails received.


34.  Task 6, page 13,  Is the help desk a task performed by the current incumbent contractor? If so, where is this place of performance for the help desk?

Response:  Research Triangle Park, North Carolina

35.  Subtask 6.2, page 13,  What are the average number of calls and emails per week for the current help desk? What are the maximum (peak) calls and emails the help desk has encountered within the last calendar year?

Response:  See the below chart

For the 2007-08 data collection year:
Average inbound calls per week: 660
Average outbound calls per week: 690
Average emails per week:        110

Peak inbound calls per week:        2760
Peak outbound calls per week: 2330
Peak emails per week:            240


36.  Subtask 6.2, page 13,  Does the help desk need to participate in any outreach programs that require the analysts to proactively contact institutions who submit data through IPEDS? If so, how many calls (and/or emails) are made weekly; how many calls (and/or emails) are made during a peak period; and how many times a year does outreach occur?

Response:  Yes. As part of the Subtasks 5.1 and 5.2, the offeror should develop a schedule and plan for communications with data providers and institutions. Initial e-mails shall be sent to all keyholders and coordinators notifying them of the collection schedule and providing the URL, institution identification number and password for annual registration and the toll-free number for the help desk.  Additional e-mails shall be sent and/or calls made throughout the data collection period, according to a schedule developed by the contractor and approved by the COR, notifying coordinators of progress and prompting nonresponding institutions. These e-mails will be developed for signature of the IPEDS Program Director, National Center for Education Statistics. The contractor shall also draft the text for "thank you" notes that will be sent automatically by the system following registration confirmation and survey locking.  Notifications shall also be sent to the next locking level when an institution locks its data. The data collection support (Subtask 6.2) includes implementing the communications developed and planned in Subtasks 5.1 and 5.2.


37.  Subtask 6.4, page 14,  The solicitation states the contractor must develop a "Help Desk Application software system." Is there already a CRM tool being utilized by the current? If so, will this tool be available to the incoming contractor to update and enhance? If not, does the Government have a favored software package they would like to see implemented?

Response:  There is a current Help Desk Application that is being used for the data collection. It is custom written software using ASP.NET 2.0 and SQL server 2005. It will be made available to the incoming contractor.